



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 21, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 7, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CET (9 pos)

Inspector/Assistant to Resident Engineer  
Region 2/District 3/Project Implementation  
Office of Highways Project Implementation  
Ottawa

Attachments  
41278

\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, October 7, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer Trainee (9 POSITIONS)</b>	<b>Salary Range:</b>	<b>\$4,275 - \$4,655</b>
<b>Position Title:</b>	<b>Inspector/Assistant to Resident Engineer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW110-23-53-201-10-01</b>	<b>IPR#:</b>	<b>41278</b>

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### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/District 3/Region 2/Bureau of Project Implementation/700 E. Norris Drive, Ottawa, IL

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### Description Of Duties:

This position is accountable for assisting in the layout, inspection, and documentation required on various highway improvements construction projects. This is a training position.

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### Special Qualifications:

#### Required:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in winter 2016/spring 2017)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for winter 2016/spring 2017 graduates must be provided at time of hire.)
- Valid driver's license
- Districtwide travel

#### Desired:

- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**\*THIS IS AN ENTRY-LEVEL POSITION\***

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**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	October 8, 2013	<b>POSITION:</b>	Inspector/Assistant to Resident Engineer
<b>APPROVED BY:</b>	<i>Richard Nesti</i>	<b>OFFICE/DIVISION:</b>	Highways, Region 2-District 3 Project Implementation
<b>CODE:</b>	PW110-23-53-201-10-01	<b>REPORTS TO:</b>	Resident Engineer

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**POSITION PURPOSE**

This position is accountable for assisting in the layout, inspection and documentation required on various highway improvements construction projects. This is a training position.

**DIMENSIONS**

Subordinate Personnel:	None
Value of Construction Projects:	\$100,000 up

**NATURE AND SCOPE**

This position reports to the Resident Engineer/Technician as do three to four other technical employees.

This position assists in providing the contractor with the necessary layout and inspection required on highway improvement construction projects. This position operates within an environment of ensuring that the contractor provides a quality improvement in accordance with plans, specifications and special provisions in a timely manner.

Typical problems faced by the incumbent are in the interpretation of the plans and specifications while inspecting and directing the contractor in compliance with the specifications. The greatest challenge is to balance the application of civil engineering principles to field conditions.

The functions performed by the incumbent, under the close supervision of the Resident Engineer, include acting as an instrument person on the survey party, inspecting construction operations, such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction; assisting in the preparation of the necessary reports and documentation for pay items; reducing survey notes, plotting cross sections, computing quantities, checking computations of others and assisting the Resident Engineer/Technician on specific construction problems. Travel required to active construction sites.

The incumbent is governed by the plans and specifications of the project. He/She refers major problems or necessary plan changes to the Resident Engineer/Technician. He/She does, however, accept or reject materials incorporated in the project on the basis of visual or field tests and ensures that all materials have been properly inspected prior to being incorporated into the project.

The incumbent has contacts with resident engineers/technicians, project engineers and personnel from the district Bureau of Project Implementation as well as with contractors.

The effectiveness of this position will be measured by the timeliness and accuracy of layout, inspection and reports provided by the incumbent.

### **PRINCIPAL ACCOUNTABILITIES**

1. Provides accurate measurement, computation and documentation of contract items.
2. Keeps Resident Engineer informed of any construction problems encountered.
3. Ensures that the items inspected are in accordance with the specifications.
4. Provides accurate and timely layouts.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.